

TECHNOLOGY SOLUTIONS & CONSULTING SERVICES



Technicate Solutions, Inc.

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www.technicate.com

Dear Future Client,

Technicate Solutions, Inc. is pleased to present you with this packet of introductory information about our firm, including our philosophy, methods, rates and fees, and a list of selected current and past projects. I feel confident that after you have reviewed our history, our highly qualified staff, and our multifaceted skill set, you will agree that our firm is the right match for your project.

We have hand-picked our staff to match various and specific needs of organizations just like yours. Each team member is committed to excellence and approaches their work with confidence and enthusiasm. We pride ourselves on the ability to align with our clients, analyzing their needs, identifying solutions and developing effective plans for development and implementation.

We appreciate the opportunity to work with you and vow to provide exceptional service. Should you have any questions or concerns with regards to the information presented in this packet, please do not hesitate to contact me at the number or email identified below. Thank you for your time and consideration.

Sincerely,



Damon Brown
VP of Business Development
Technicate Solutions, Inc.
(916) 880-1128 x1001
damon@technicate.com

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Company Profile

Firm Information

Legal name of organization:	Technicate Solutions, Inc.
Entity type:	California S Corporation
Year Founded:	1999
Year Incorporated:	2009
Fed Employer Identification Number:	01-0931103
DUNS:	01-7261727
CAGE Code:	5A7E8
NAICS Codes:	541511, 541512
Number of employees (excluding administrative & sales staff):	Nine (9)
Headquarters:	2999 Gold Canal Drive Rancho Cordova, CA 95670
Hours of operation:	7:00 am (PST) – 6:00 pm (PST)
Data center Operations:	24/365
Business contact:	Damon Brown, VP of Business Development (916) 880-1128 x 1001 – Office (916) 334-4350 – Fax damon@technicate.com
Support contact:	Joshua Hovinga, Project Manager

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Company Background

Technicate Solutions, Inc. is a fast-growing applications development and IT Consulting firm that serves the Sacramento area and beyond. Founded in 1999 by current VP of Business Development Damon Brown, Technicate was born of Mr. Brown's desire to provide exceptional technology services to clients. In 2011, Damon partnered with Joshua Hovinga and Chris James, who brought project management skills and infrastructure expertise to the growing business. To this day, Technicate continues to grow: adding to its menu of services, filling out its staff with a range of specialists and experts, and serving an ever-expanding client base. Technicate's three principals currently oversee more than a dozen developers, project managers, client service reps and technical staff, all of whom are committed to Technicate's mission of providing excellent services and support.

Technicate combines innovative technologies with business savvy to create successful projects for its clients. Our high-touch approach to each project ensures high levels of client satisfaction. We are a registered DVBE and a certified California small business. We recognized long ago that focusing our energy and efforts on our clients' success is the key to our success as a company. Our commitment to the people who place their trust in us will always be at the core of our philosophy.

While we are a small firm, our services are abundant. From web design and development, computer programming, web and mobile applications, to IT management and hosting services in our on-site SOC 2 / HIPAA / CSA STAR compliant data center for development and production hosting services, there is nothing our clients need that we do not offer.

Utilizing Technicate ensures that each project is completed on time and within budget and that the finished product meets or exceeds expectations. Our straightforward, nimble approach to development via Agile methods enables us to efficiently and effectively execute while never sacrificing customer service or responsiveness.

Qualifications

Technicate has built websites and web-based software applications for a wide array of public- and private-sector clients and has filled both prime contractor and subcontractor roles. Recent web projects include site redesigns for both California Infrastructure and Development Bank (IBank) and California Emergency Medical Services Authority (EMSA). Both designs were very similar in strategy, functionality and design features, and both agencies had very similar requirements pertaining to look and feel, site performance and integration features. Security features included salting and securely hashing passwords (sha256 or better); escaping and sanitizing user-provided data to prevent SQL injection attacks; direct shell execution to be limited and restricted to carefully-controlled usage scenarios to avoid unauthorized code execution and system data extraction; user-accessible functions and interfaces to be periodically reviewed to determine vulnerability. Development environments were housed on our dedicated SOC 2 and HIPAA compliant data center located on our campus.

Technicate is committed to best practices in website design and development, such as mobile-responsive design, easy navigation, consistent branding, optimized loading times, search engine optimization (SEO), social media integration, Section 508 and WCAG compliance, and robust security.

Technicate utilizes the Agile development framework in all web design and software projects. The Agile framework allows the project team to quickly respond to change, adapting priorities and workflow quickly according to the needs of the client. This approach enables the development and project management units to work more succinctly as a team. Team members work in close proximity to each other and without artificial barriers, fostering communication and collaboration in all development activities.

Beyond the development and product launch, there is always the question of support and hosting. As Technicate has a full-service data center located on its main campus, we have the availability to manage all data and related services in-house easily. All Technicate clients are assigned a CSR who has an in-depth knowledge of their needs and requirements. The CSR will be involved in the client's project from the earliest stages, through post-launch, to ensure that smooth and effective communication between Technicate and the client is maintained and that the client's needs and requirements are being met on a consistent basis.

Partnerships

OnApp Ltd

Technicate's clients frequently require infrastructure to support development. One of the critical partnerships and points of success for Technicate had been it's OnApp cloud deployment platform, built and maintained by Technicate for the specific purpose of providing a robust and scalable environment for development and testing of client projects. The ability to deploy and scale development environments quickly has become a crucial component of our development goals. Utilizing OnApp's cloud technology, client development environments can be spun up in minutes, with views into the project easily created for client stakeholders when needed. With OnApp's platform, Technicate programmers and engineers have a stable, trouble-free workspace that allows them to focus their time and effort on the client's project.

Datacate, Inc.

Once development work has been completed, tested and accepted by the client, production deployment will follow. While some clients will provide or specify their production environment, many Technicate clients will turn to us for a recommendation - this is often dictated by the client's requirement that Technicate provides support and management for the production platform. Datacate, Technicate's sister company, is the goto production environment provider for projects being managed by Technicate. Datacate's award-winning SOC 2 & HIPAA compliant data center, as well as it's CSA STAR compliant cloud services offerings (built on the same OnApp platform that Technicate uses for development) offer a full range of high-quality, mission-critical deployment options, with full-range management and support.

Uptown Studios, Inc.

Technicate prides itself on concentrating on functional web and mobile platforms that solve real-world problems. This cannot be done without effective architecture and a modern, clean and well-designed user interface. For design and layout tasks, Technicate partners with Uptown Studios to reliably provide work that meets our standards of quality. Uptown Studio's design team works closely with our project

manager(s), interfacing with the client as needed to assess goals and branding strategies. The outcome is a look and feel that meets (and often exceeds) the client's requirements and expectations.

HackerLabs

Technicate prides itself on providing innovative services that contribute to our community. We believe that giving back to the community fosters innovation and growth that benefits everyone. Our partnership with HackerLabs is paramount to this effort. HackerLabs is a regional coworking space, focused on digital and manufacturing technologies and providing its members with access to resources, materials, and training in the cutting-edge technologies of tomorrow. Technicate is providing sponsorship to Hackerlabs and is making available to its general membership a platform to assist technology entrepreneurs in getting their ideas to market. This partnership allows us to work with innovative people just starting their journey in business.

Technologies

Technicate utilizes a wide variety of tools and technologies for development work, employing a best-of-breed approach to selecting the right languages and frameworks to ensure efficient execution and timely delivery. The following list represents the most common/popular tools used by our team but is by no means all-inclusive.

- Agile framework
- Android
- Angular JS
- API Integrations
- ASP.NET (C#)
- Asterisk/Freeswitch (VoIP)
- Bash Shell
- Bootstrap
- C/C++
- CMS
- CSS
- GIT
- GNU/Linux
- Hibernate
- HTML 4/5 (HTML/XHTML)
- iOS
- Java
- Java (J2EE) Databases: MySQL, Oracle, SQL Server
- Java: Netbeans, Eclipse
- JavaScript
- Javascript (AJAX)
- Jira and Confluence
- JQuery (AJAX)
- LAMP server configuration/administration
- Linux
- Linux development tools
- Mac OS
- Microsoft IIS
- MS Visual Studio Source Control
- MS-SQL
- MVC framework
- MySQL Cluster
- N-tier architecture
- OOPs
- Perl
- Photoshop
- PHP
- Python
- Ruby
- SATM
- Java Spring Framework
- SVN
- Typescript
- Unit Testing
- Web design principles
- Windows
- XML

Mobile Technology

Responsive Web Design

Every website developed by Technicate Solutions incorporates responsive web design (RWD) technology. RWD makes web pages render well on a variety of devices and window or screen sizes. All websites built by Technicate utilize RWD by default, and thorough testing is performed against a broad range of devices to ensure that the optimum end-user experience is maintained throughout. By keeping abreast of the latest advances in web technologies, such as HTML5, SCSS, and Javascript frameworks, Technicate ensures that the client's website will provide the best possible experience to the greatest number of people.

An evolution of RWD, known as Mobile-First Design, has been rapidly gaining adoption in the website development space. In 2012, smartphone sales exceed PC sales, a trend that has both continued and grown to this day. In 2016, mobile platform usage surpassed desktop usage for the first time. The expectation is that mobile devices as a group will continue to grow in adoption and acceptance, and will be the predominant platform for all things "Internet" in the very near future. "Mobile first," as the name suggests, means that we start the product design from the mobile end which has more restrictions, then expand its features to create a tablet or desktop version. Our policy is to design in a mobile-first way that ensures the website and all platforms are mobile ready.

Native Mobile Applications

Technicate Solutions builds mobile applications geared for both business-to-business (B2B) and business to consumer (B2C) use, using cross-platform native technology. Our programmers perform mobile development in Android, iOS (Xcode), Xamarin, React.JS, and Angular. Technicate excels at developing mobile applications and interfaces which provide an exemplary end-user experience. Mobile apps developed by Technicate typically work in conjunction with SaaS or web-based applications that serve as master portals or data repositories, but Technicate also develops stand-alone mobile interfaces that work purely in the mobile space.

Methodology

Kick-off meeting

We begin all work with the client by familiarizing ourselves with their business. Understanding the client's internal workflow as well as how they will utilize the finished product creates the necessary foundation for a successful project. We review their overall goals, identify value points and then propose various solutions that fit the project scope.

Frequently an agency has a description or a visualization of what they expect, sometimes with a high level of detail, but in our experience, the final product can vary significantly from this early vision. By familiarizing ourselves with their business processes, we can many times foresee what additional features the client may want. By applying the Agile method to software development, Technicate can make changes and modifications to the scope of a project while it is in progress. It is not uncommon that by anticipating the client's needs, we can save the client money and time by identifying the features they will want from the beginning.

Regular meetings with the client's SMEs (Subject Matter Experts) and Technicate's assigned Project Manager, lead programmer and other relevant staff are the standard operating procedure for every project under development. These meetings create a teaming environment and build a strong foundation for success.

Design/Architecture

Once we have created a foundation, we continue to work and engage with the client's SMEs, contract managers, etc. to fully define the project scope. This is a highly important step; within the confines of the overall project timeline, this step will vary in by the time required to define a scope that meets all of the client's needs. When redesigning/rebuilding an existing product, we will dissect the current layout and examine the issues or problems identified, then propose solutions. We identify features that are needed, as well as wish-list items. This data becomes a basis for the design and architecture of the project. Technology evolves continuously, and our goal is to provide the client with a finished product that will handle change gracefully.

Status meetings with the client's designated contact points on a regular basis will serve to further define and manage the project, ensuring adherence to the scope and timeline. These meetings will be used to track and manage our progress with the client and will allow the client to observe the architecture of design and functionality as they are defined. This collaborative approach will ensure that the final product meets or exceeds requirements and expectations.

We will also assess the current or legacy data and content to be incorporated into the project. With design, architecture, and data in hand, we then begin the process of developing mock-ups, wireframes or storyboards to present to the client. Feedback from the client will be used to further refine and finalize this phase. This type of interactive planning enables us to remain on budget and time, as there are fewer changes in the subsequent development phases.

Development

In this phase, we utilize the approved elements from the previous stage to begin the development process. The development environment will be housed on Technicate's dedicated platform, which is hosted at the award-winning tier 3 data center located on our campus. This data center, which is owned and operated by our sister company Datacate, is a high-availability SOC 2 / HIPAA / CSA STAR compliant operation which is utilized by a wide range of private and public entities to host their mission-critical applications. We will use state-of-the-art hosting and security technologies in the provisioning and delivery of the service as required by the project scope, including (but not limited to) secure sockets with strong encryption, robust firewall restrictions, private/tunneled connections, strong password enforcement, and public/private key pairs. Daily, weekly and monthly backups will be taken and retained at regular intervals. Recovery from the most recent backup will be available upon demand at any time.

Throughout the development phase, the Project Manager monitors progress to ensure adherence to milestones and timelines. The client receives regular updates and access to work in progress for evaluation, per the project scope, during this phase.

Testing

Once the development phase is complete, we perform content migration to the live or beta platform as specified in the project scope, then initiate QA/QC and testing of all the functionality:

Unit Testing: This process takes the smallest testable parts of the application, referred to as “units,” and tests them individually and independently for proper operation. This is a pragmatic methodology that represents a meticulous approach to building a product through continual testing and revision. This testing is typically done manually to ensure that a real person is physically looking and identifying each result and factor. By placing the human element into this step, we believe this eliminates more of the identified bugs further down the line.

Regression Testing: This is a form of testing that verifies that previously developed features and functions still work correctly after changes have been made or new elements have been introduced. This step is vital in ensuring that changes added to the project scope or workflow do not break any of the previously established functionality.

Upon verification that all aspects of the developed and tested product meet or exceed the client’s specifications, we will work hand-in-hand with the client to schedule and execute a “go-live.” A select group of individuals from the client act as a “focus group” to evaluate and test the relevant user-specific features to ensure that the desired look, feel, functionality, etc., all meet or exceed expectations during this period.

Depending on the need to migrate legacy data, if it has not already been copied to the developed solution, we finalize content migration and test data integrity as the final step before going live with the finished product.

Training And Documentation

At an established time before going live, and optionally continuing after going live, we will perform the training of the necessary stakeholders at the client to provide the essential know-how for internal use of the product. Technicate will create initial user accounts and establish the appropriate user permissions to allow for different access levels and clearances to navigate through the necessary functionalities, dependent

on the defined administrative, group or user rights permitted. We provide thorough documentation of the work completed and logs providing the full project roadmap, as well as user documentation for the various user roles as defined in the project scope. Feedback from designated contacts at the client will be used by Technicate to assess the efficacy of training and documentation, allowing for refinements to better serve the client with revised materials as needed.

Implementation

In this phase, we gradually transition management of the finished product to the client, while still providing support as needed throughout the ramp-up period. The client can gain comfort and familiarity with the management and maintenance of the product during this time, while still being assisted as needed. While Technicate will provide a user-friendly management interface with a short learning curve, we will give the client staff the time required to familiarize themselves with the use and maintenance of the product, and continue to engage and support them during that time actively.

Agile Development Principles

What is Agile development?

Agile development is a pattern of design principles and values that facilitate a collaborative approach to development. Agile development enables an evolved programming methodology with next-generation techniques, expedited delivery and the ability to continuously improve and build on the initial design. Solutions evolve through collaboration between self-organizing, cross-functional teams utilizing the appropriate practices for their context.

Agile development incorporates regular progress inspection and workflow versioning. We have found that utilizing this framework allows the project team to quickly adapt, refocusing efforts as needed to ensure that the needs of the client are always at the forefront.

Why do we use it?

Agile development principles allow our team to stay focused on what is most important: the needs and goals of the client. We understand priorities may change, and that expectations can evolve, often in the midst of the development cycle. Agile development principles and methods permit Technicate to maintain the level of service that our clients demand.

Technicate is highly proficient at completing projects with the Agile method, and this proficiency is key to our successful track record. Many of our clients have had less than ideal experiences with one or more software companies before coming to us. As a result, they are hesitant to engage yet another software development company, even for a relatively simple project, for fear of wasting their time and money. Without exception, those clients who are willing to trust our process end up grateful and appreciative of the level of service they received from the entire Technicate team.

What is a scrum?

Technicate primarily utilizes a scrum framework in managing our Agile development. The scrum framework provides a comprehensive methodology that allows the development and project management teams to work as a unit. To further

encourage this methodology, we have adopted an open-plan workspace for developers, which in turn fosters a more collaborative environment.

The scrum framework incorporates regular inspection and versioning of the workflow. The scrum approach includes assembling the project's requirements and using them to define the project, then planning the necessary sprints, dividing each sprint into a separate list of requirements.

Scrum meetings are held at regular intervals (generally two development scrums per week and one design scrum per week). Scrums are intended to be brief - each participant is asked three questions:

1. What have you worked on since the last SCRUM?
2. What are you planning on focusing on, and what are your targets?
3. Are you blocked/do you need a sidebar?

If needed, more extended sidebar discussions after the main scrum can be held between those concerned to address more complex issues or blocking factors. The outcome of scrums is a series of consecutive sprints based on progress, necessary adjustments and completions.

What is a sprint?

A vital component of the Agile process is the use and management of units of work called "sprints." Sprints are planned and assembled by the Project Manager and lead developers, by adding issues of various types, i.e., Task(s), Subtask(s), Epic(s), Story(s), Bug(s), New Feature(s), etc. Story points are allocated to each issue type, and a set amount of points are added to sprints, based on the length of the sprint (generally two weeks).

The project management team will work closely with the developers to track story points, assessing the progress of the overall project. The number of story points allocated to a sprint can be increased or decreased depending on point completion and project timeline. Burndown reports, which illustrate the rate at which work is completed and how much work remains to be done, are reviewed at the conclusion of each sprint, and a Retrospective (a type of performance self-assessment) is recorded when applicable.

Labor Descriptions

Programmer I

Reviews, analyzes and modifies programming systems including encoding, testing, debugging and documenting programs. May require an Associate's Degree in a related discipline and up to three years of experience in the field or a similar field. Has knowledge of commonly-used concepts, practices, and procedures within a particular area. Relies on instructions and pre-established guidelines to perform the functions of the job. Works under immediate supervision. Primary job functions do not typically require exercising independent judgment. Typically reports to a project leader or manager.

Programmer II

Reviews, analyzes and modifies programming systems including encoding, testing, debugging and documenting programs. May require an Associate's Degree in a related discipline and 2-5 years of experience in the field or a similar field. Familiar with standard concepts, practices, and procedures within a particular area. Relies on experience and judgment, along with input from the supervisor to plan and accomplish goals. Performs a variety of tasks. Works under general supervision; typically reports to a project leader or manager. A certain degree of creativity and latitude is required.

Programmer III

Reviews, analyzes and modifies programming systems including encoding, testing, debugging and documenting programs. May require a Bachelor's Degree. Requires 4-6 years of experience in the field or a similar field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the work of others. May report directly to a project lead or manager. A full degree of creativity and latitude is expected.

Project Manager

Responsible for the coordination and completion of projects within the information technology department. Oversees all aspects of projects. Sets deadlines, assigns responsibilities, and monitors and summarizes progress of the project. Builds and maintains working relationships with team members, vendors, and other departments involved in the projects. Prepares reports for upper management

regarding status of the project. May require a Bachelor's Degree and at least seven years of experience in the field or a similar field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A full degree of creativity and latitude is expected. Typically reports to a manager or head of a unit/department.

Data Analyst

Interprets results using a variety of techniques, ranging from simple data aggregation via statistical analysis to sophisticated data mining. Designs, develops, implements and maintains business solutions. Works directly with clients and project and business leaders to identify analytical requirements. Requires a Bachelor's Degree in area of specialty and 2-4 years of experience in the field or in a similar field. Familiar with standard concepts, practices, and procedures within a particular area or discipline. Relies on limited experience and judgment to plan and accomplish goals. Performs a variety of tasks. Works under general supervision. A certain degree of creativity and latitude is required. Typically reports to a supervisor or manager.

Database Administrator

Manages the administration of an organization's database. Analyzes the organization's database needs and develops a long-term strategy for data storage. Establishes policies and procedures related to data security and integrity and monitors and limits database access as needed. Oversees the design, maintenance, and implementation of the systems that manage an internal database. Requires a Bachelor's Degree with at least 7 years of experience in the field. Familiar with a variety of the field's concepts, practices, and procedures. Relies on extensive experience and judgment to plan and accomplish goals. Performs a variety of tasks. Leads and directs the work of others. A full degree of creativity and latitude is expected. Typically reports to top management.

Business Systems Analyst

Reviews, analyzes and evaluates business systems and user needs. Documents requirements, defines scope and objectives and formulates systems to parallel overall business strategies. May require a Bachelor's Degree in a related discipline and 4-6 years of experience in the field or in a similar field. Familiar with relational database concepts, and client-server concepts. Relies on experience and judgment to plan and accomplish goals. Performs a variety of complicated tasks. May lead and direct the

work of others. A full degree of creativity and latitude is expected. Typically reports to a manager.

Labor Rates

As of January 1st, 2022

Call 916.880.1228 for hourly rate quotes. There is a 20 hour minimum quote.

Labor Category	Hourly Rate
Programming	\$150.00
Systems Design	\$185.00
Technology Consulting	\$185.00
Quality Assurance	\$120.00
Support	\$150.00

Past Performance

What follows is a summary of selected past and current projects that highlights the breadth and range of services that Technicate Solutions, Inc. can provide. References will be made available upon request.

Website Development

Cineo Lighting, Inc.

12/2014 - 12/2016

- Developed Cineo's first content management system for their public facing website
- Complete design, page layout, implementation, and user training
- Provided subsequent content support for 3+ years thereafter

Skyharp Cellars, LLC

11/2017 - 04/2018

- Designed, developed and host the SkyharpCellar.com website and club portal
- Ongoing maintenance and support

State of California Infrastructure Economic Development Bank (iBank)

05/2015 - 05/2016

- Designed, developed and implemented the new iBank.ca.gov website to conform with updated state of California standards

Web & Mobile Application Development

Scoring Solutions, Inc

10/2019 - Present

- Development of an innovative SaaS product for scoring IDPA shooting competitions
- Build a mobile app for real time scoring on -site that includes complete network scoring and interaction

BlueDAG LLC

10/2015 - Present

- Development of an innovative SaaS product for performing ADA site inspections
- Formed a strategic partnership with this startup up that is now revolutionizing the ADA inspection industry

Bx Technologies, Inc.

08/2013 - 12/2015

- SaaS product development of a revolutionary method of tracking, scheduling and maintaining the administrative, financial and clinical aspects of autism therapy

Cardless Technologies, LLC

04/2011 - 06/2014

- Development of an innovative web application for capturing contacts during events without the use of business cards

Catalyst Systems Group, Inc

05/2013 - Present

- Built a logistics tool that allows management of cargo loads, payments, and time through the use of a mobile app and wearable Bluetooth printer
- Created a web platform for up-to-the-minute aggregate logistics data and reports

Federal Hearings & Appeals Services, Inc

10/2016 - Present

- Development of an innovative SaaS product (Cogno-Solve) to provide immediate decisions on incongruent appeal data
- Utilizes AI and business rules to derive intelligent decisions in record time

United Reporting Publishing Corporation

08/2013 - Present

- Developed complete web-based platform to manage all intake for California's daily arrest blotters
- Providing statistical arrest data and ordered reports to law enforcement and news outlets statewide

Managed IT

Gone Fishin' Marine, Inc.

12/2012 - Present

- IT support for a boat sales floor and showroom
- Implemented wireless coverage for multiple buildings and provide continuous support for maintenance and sales staff

Oakstone Construction Inc.

12/2011 - 11/2017

- Managed all IT infrastructure for a multi-location construction team, inclusive of remote desktop support and hardware replacement for employees in the field

Planning and Conservation League

10/2011 - 11/2017

- Organization-wide IT support for a non-profit environmental support group

Soil Born Farms

02/2013 - Present

- Provision, deploy, manage and maintain all IT infrastructure required to run a non-profit urban farm

VoIP Phone Systems

Bavarian Auto Recycling Inc

06/2012 - 03/2015

- Built and optimized the inbound VoIP phone system that supports customer ordering process to ensure customers were served as quickly as possible

CCPOA Benefit Trust Fund

06/2016 - 06/2020

- Design and implement a custom VoIP phone system to optimize inbound call handling and support queues
- Tools to track all agents and ensure that call flow is routed properly and maintained throughout

Other Services

Sunrise Energy Solutions, Inc.

08/2018 - Present

- Management of SEO platform for marketing SES

Symsoft Solutions LLC

04/2018 - Present

- Developed a testing plan to assist with validation of website designs
- Provide QA/QC, testing services