



### **Capabilities Statement**

Incorporated in 1970, County Business Systems are trusted experts in document management. With our combination of experience, software, hardware, and business partners, CBS strives to provide our clients with superior service and support.

As a Microsoft Certified Partner, we can develop customized software designed to client specifications and integrate off-the-shelf solutions from industry-leading companies such as Open Text (ApplicationXtender), Nexsan and Formatta. Areas of specialization include:

- Document Management Systems (image capture, storage & retrieval)
- Official Land Recording & Probate Case Management Systems
- Forms Processing (eForms) & Workflow
- OCR, ICR, and bar-code recognition
- Document scanning and the conversion of microfilm to digital formats
- Microfilm creation from digital images for archival purposes

Our staff includes sales, support, development, administration, and conversion services. County Business Systems, Inc. is also an active member in good standing of AIIM (the Association for Intelligent Information Management - an organization which sets the industry standards in Enterprise Content Management) and CARMA/NJ (County Archives & Records Management Association of New Jersey). All conversion work will be performed in our secure HIPAA-compliant facility and all pickups and deliveries will be handled by bonded & insured CBS staff in CBS vehicles (keeping the record chain of custody in tact).

In 1986 CBS, also, started an office furniture division and has been an authorized NJ State Contract Furniture Dealer ever since. CBS delivers office furniture solutions to meet any requirement and tailored to budgetary and space needs; including panel systems, case goods, chairs, files, plexiglass and custom orders.

As a trusted government partner, we design our furniture systems to empower government resources and to optimize government business processes. CBS furniture services include:

- Design & Space Planning (detailed measurements, CAD/3D drawings, finish selections, etc.)
- Project Management (logistics, scheduling, etc.)
- Delivery & Installation