

FormKiQ

Contract Management Architecture Guide

FormKiQ Contract Management uses a customer-controlled AWS deployment model to manage contract files, metadata, workflows, search, AI-assisted extraction, and governance in a single architecture.

Architecture Principles

- Deployed into the customer's AWS environment for controlled ownership
- Uses AWS-native storage, metadata, search, workflow, and AI services
- Supports structured contract lifecycle governance, obligation tracking, and auditability
- Configurable metadata schemas and workflow rules enable adaptation to different contract processes



Contract and Agreement Flow



1. Ingest

Contracts enter FormKiQ through the web console, API, email, SharePoint, Google Drive, ERP, CRM, or existing contract sources.

2. Store

Contract files are stored in Amazon S3, while metadata, entities, lifecycle status, and workflow state are managed in FormKiQ's metadata layer.

3. Classify

Contracts are classified by type, counterparty, department, region, status, or other schema-driven fields, using manual, rule-based, or AI-assisted methods.

4. Extract

OCR and AI processing identify contract text, clauses, obligations, renewal dates, termination rights, counterparties, and other key data points.

5. Govern

Lifecycle rules, approval workflows, access controls, audit events, retention policies, and disposition rules are applied to the contract record and related entities.

6. Search

Users can search by full text, metadata, contract type, party, obligation, renewal window, status, or custom schema fields.

7. Act

Workflow actions, notifications, task creation, reporting updates, eSignature steps, and downstream system integrations can be triggered from contract events.

Customer-Controlled Deployment and Security Model

Customer AWS Account Deployment

- Deployed into the customer's AWS environment
- Customer-owned data stores
- Repeatable deployment and updates through AWS CloudFormation

Data Residency and Isolation

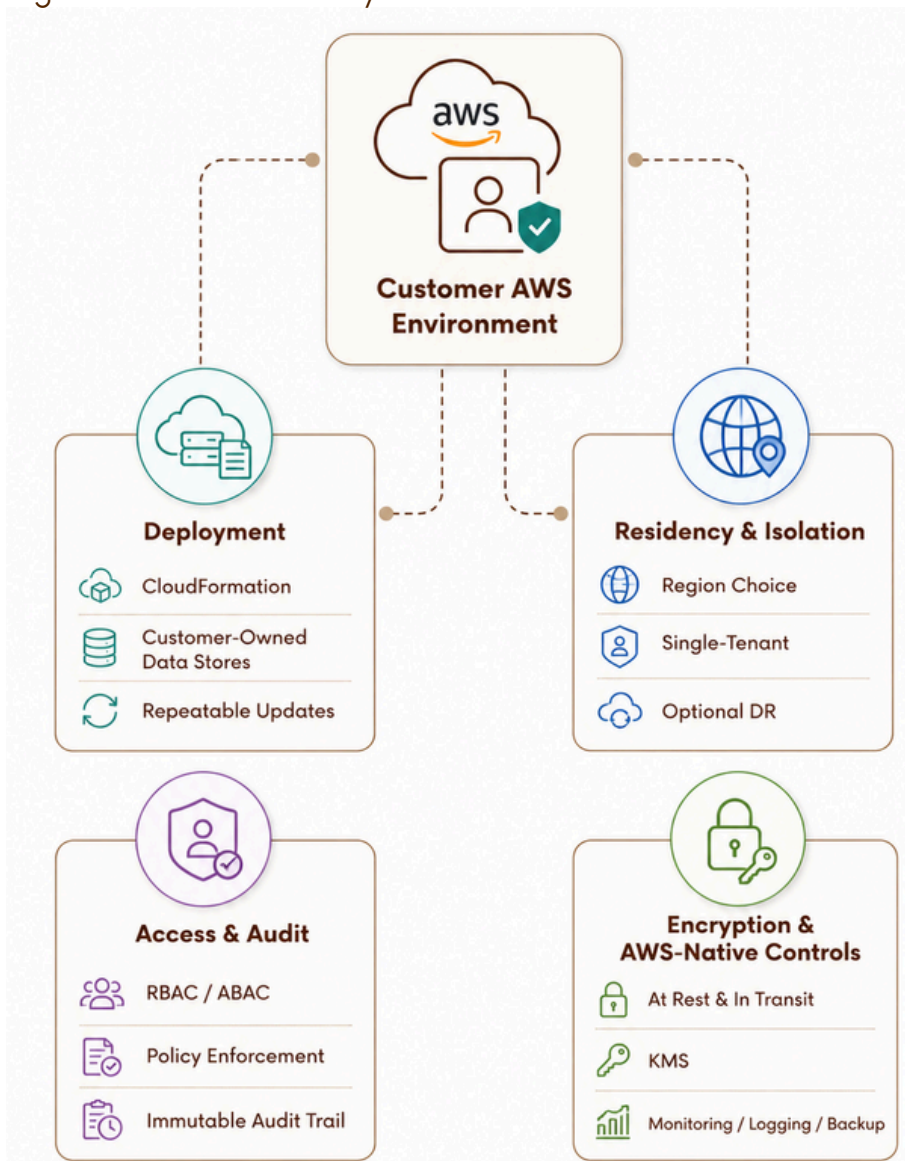
- Deployment region selected by customer requirements
- Single-tenant architecture for strong segregation
- Optional regional disaster recovery patterns

Access Control and Auditability

- Role-based and attribute-based access controls
- API-level policy enforcement
- Immutable audit trail for document, metadata, workflow, and user activity

Encryption and AWS-Native Controls

- Encryption at rest and in transit
- AWS KMS support for key management
- Compatible with AWS monitoring, logging, backup, and security services



Contract Management Capabilities Enabled by the Architecture

Capability	Architecture Support
Contract repository	Amazon S3, DynamoDB, FormKiQ metadata model
Clause, milestone, and obligation extraction	Amazon Bedrock, Textract, FormKiQ AI workflows
Renewal and termination tracking	Structured metadata, entities, workflow rules
Approval workflows	FormKiQ workflow engine, AWS application integration
Search and discovery	OpenSearch, metadata search, full-text indexing
Audit and governance	Activity history, access controls, retention policies
Integration with enterprise systems	API-first platform, event-driven processing, connectors

Next Step

Review your contract lifecycle requirements, AWS deployment preferences, and integration needs with the FormKiQ team.

<https://formkiq.com/contact>